



CCMA/2021/27- HR

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISIONING
OF INTEGRATED WELLNESS PROGRAMME FOR A PERIOD OF 36
MONTHS**

Briefing Session (Not Compulsory):

Date & Time 04 February 2022 at 10H00 Am Via **Microsoft Teams (Virtual)**

Bid Closing Date, time and venue:

18 February 2022 at 11H00 Am

at CCMA National Office, 28 Harrison Street, 8th Floor, Johannesburg (in the
tender box)

DUE TO COVID-19 REGULATIONS, IT IS COMPULSORY FOR THE BIDDERS TO SEND AN EMAIL TO:

Tenderenquiries@ccma.org.za

**ON OR BEFORE 3rd of FEBRUARY 2022; 16H00 IN ORDER TO BE ALLOCATED THE COMPULSORY
BRIEFING SESSION LINK.**

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SECTION 1: GENERAL CONDITIONS OF BID

1. Proprietary Information

CCMA considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to CCMA. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of CCMA.

2. Enquiries

- 2.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled in writing to:

Name:	Ms. Thulisa Mpumlo
Telephone Number:	+27 11 377 6823
Email address:	Tenderenquiries@CCMA.org.za

- 2.2 Closing date for enquiries in relation to this RFP will be **10 February 2022 at 16:00pm**.
- 2.3 All the submitted and received enquiries will be consolidated and CCMA will issue one response and such response will be posted, within two days after the last day of enquiries, onto the CCMA website (www.ccma.org.za) under tenders i.e. next to the same RFP document.
- 2.4 The CCMA may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the CCMA on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

3. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of **120 days** counted from the bid closing date.

4. Instructions on submission of Bids

Bids should be submitted in duplicate (2 hard copies) and one electronic copy (USB) in PDF format all bound in a sealed envelope endorsed, **CCMA/2021/27 - HR**. The sealed envelope must be placed in the bid box at the Main Reception area of the CCMA National Office, 28 Harrison Street, 8th Floor, Johannesburg, 2001 by no later than **11:00 AM [Telkom time] on the 18 February 2022**.

- 4.1 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 4.2 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 4.3 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed/ deposited into

the bid box found on the 8th floor Reception area, JCI Building, 28 Harrison Street, Johannesburg, 2001. **The CCMA will not be held responsible for any delays where bid documents are handed to the CCMA Receptionist/ officials.**

- 4.4 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 4.5 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the CCMA's policy not to consider late bids for tender evaluation.**

5. Preparation of Bid Response

- 5.1 All the documentation submitted in response to this RFP must be in English.
- 5.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 5.3 Bids submitted by bidders which are, or comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 5.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none of their documents are missing or duplicated. No liability will be accepted by CCMA in regard to anything arising from the fact that pages/documents of a bid are missing or duplicated.
- 5.5 A valid Tax Clearance Certificate with the tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status.
- 5.6 All bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids and include in their bid a copy of their Master Registration Number (Supplier Number) in order for CCMA to verify the bidder's tax status on CSD and other Governing compliances.
- 5.7 Bid proposals must be submitted into two separate envelopes. First envelope marked original (with a copy) to include all else and technical proposal. The second envelope also marked original (with copy) to include financial proposal (Pricing schedule, SBD4 and other related financial proposal)
- 5.8 The following information must be endorsed on each envelope:
- Bid number:
 - Closing date:
 - Name of the Bidder:
 - Technical Proposal
 - Financial Proposal.

6. Supplier Performance Management

Supplier Performance Management is viewed by the CCMA as a critical component in ensuring value for money acquisition and good supplier / or service provider relations between the CCMA and all its suppliers.

The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the CCMA, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to CCMA's business.

7. Supplier Development

The CCMA promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the CCMA and the successful bidder.

8. CCMA's Rights

- 8.1 The CCMA is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the CCMA has record of such bidders, may be advised in writing of such amendments in good time and any such changes will be posted on the CCMA's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.
- 8.2 The CCMA reserves the right not to accept the lowest priced bid or any bid in part or in whole. The CCMA normally awards the contract to the bidder who proves to be fully capable of handling the contract and whose bid is functionally acceptable and/or financially advantageous to the CCMA.
- 8.3 The CCMA reserves the right to award this bid as a whole or in part.
- 8.4 The CCMA reserves the right to conduct site visits at bidder's corporate offices and / or at client sites if so required.
- 8.5 The CCMA reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 03 of 2017/2018: Cost Containment Measures**, where relevant.
- 8.6 The CCMA reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the CCMA to conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.

9. Undertakings by the Bidder

- 9.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the CCMA on the terms and conditions and in accordance with the specifications stipulated in this RFP document.
- 9.2 The bidder may be required to attend an interview should CCMA require such and the bidder shall be notified thereof in good time before the actual presentation date. Such interview may include a practical demonstration of understanding products or services as called for in this RFP.
- 9.3 The bidder agrees that the offer contained in its bid shall remain binding upon him/her and receptive for acceptance by the CCMA during the bid validity period indicated in the RFP and calculated from the bid closing hour and date such offer and its acceptance shall be subject to the terms and conditions contained in this RFP document read with the bid.
- 9.4 The bidder furthermore confirms that he/she has satisfied himself/herself as to the correctness and validity of his/her bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all his/her obligations under a resulting contract for the services contemplated in this RFP; and that he/she accepts that any mistakes regarding price(s) and calculations will be at his/her risk.
- 9.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with CCMA, as the principal(s) liable for the due fulfilment of such contract.
- 9.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become CCMA property unless otherwise stated by the bidder/s at the time of submission.

10. Reasons for disqualification

- 10.1 The CCMA reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
- 10.1.1 Bidders who fail to comply with the National Treasury Directives with regard to Tax Compliance Matters;
- 10.1.2 Bidders who submit incomplete information and documentation according to the requirements of this RFP document;
- 10.1.3 Bidders who submit information that is fraudulent, factually untrue or inaccurate;
- 10.1.4 Bidders who receive information not available to other potential bidders through fraudulent means;
- 10.1.5 Bidders who do not comply with **mandatory requirements** if stipulated in the RFP document; and/or

- 10.1.6 Bidders who fail to attend a compulsory briefing session if stipulated in the tender advert and/ or in this RFP document.

11. Response Format (Returnable Schedules)

Bidders shall submit their bid responses in accordance with the response format specified below (each schedule must be clearly marked):

- 11.1 **Cover Page:** (the cover page must clearly indicate the RFP reference number, bid description and the bidder's name)
- 11.2 **Schedule 1:**
- 11.2.1 Executive Summary
 - 11.2.2 RFP document (duly completed and signed)
 - 11.2.3 Company Registration Documents
 - 11.2.4 Central Supplier Database Report
- 11.3 **Schedule 2**
- 11.3.1 Valid tax clearance certificate(s), A tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status;
 - 11.3.2 Annexure A1: Pricing Schedule (completed to be enclosed in envelope 2)
 - 11.3.3 Annexure 1: SBD 1 (duly completed and signed)
 - 11.3.4 Annexure 2: SBD 3.3 (duly completed and signed);
 - 11.3.5 Annexure 3: SBD 4 (duly completed and signed);
 - 11.3.6 Annexure 4: SBD 6.1 (duly completed and signed);
 - 11.3.7 Annexure 5: SBD 7.2 (duly completed and signed);
 - 11.3.8 Annexure 6: SBD 8 (duly completed and signed);
 - 11.3.9 Annexure 7: SBD 9 (duly completed and signed);
 - 11.3.10 Annexure 8: Sworn Affidavits / BBBEE Certificate issues by CIPC or accredited SANAS Verification Agency;
 - 11.3.11 Annexure 9: CCMA's Standard Condition of bid and General Condition of Contract (signed)
 - 11.3.12 Annexure 10: General Conditions of Contract (signed)
 - 11.3.13 Annexure 11: POPIA
 - 11.3.14 Financial Statements for the latest financial year signed by an independent registered Accountant.
 - 11.3.15 Copy of Joint Venture/ Consortium/ Subcontracting Agreement duly signed by all parties (if applicable).

Note: If a bidder is a Consortium, Joint Venture or Prime Contractor with Subcontractor(s), the documents listed above (11.3.1-11.3.6) must be submitted for each Consortium/ JV member or Prime Contractor and Subcontractor(s).

11.4 **Schedule 3:**

11.4.1 Response to Section 2 of this document, in line with the format indicated in this RFP document.

11.5 **Briefing Session (Not Compulsory):**

Date & Time: **04 February 2022 at 10H00 am** Via Teams. **IT IS COMPULSORY FOR THE BIDDERS TO SEND AN EMAIL TO: Tenderenquiries@ccma.org.za ON OR BEFORE 3rd of FEBRUARY 2022; 16H00 IN ORDER TO BE ALLOCATED THE BRIEFING SESSION LINK.**

Bid Proposals screening

Bids shall be screened in terms of the following process and conditions:

11.6 **Initial Screening:** During this phase, bid responses will be reviewed for the purposes of assessing compliance with RFP requirements including the general bid conditions, which requirements include the following:

- Submission of a valid Tax Clearance Certificate with a tax compliance status PIN.
- BEE Status Certification as referenced above.
- Completion of all Standard Bidding Documents and other requirements, as reflected in this RFP.

11.7 **Evaluation Criteria**

Bid responses will be evaluated in accordance with the following criteria as follows:

11.7.1 Phase 1: Mandatory Functional/ Technical Requirements

Bid responses will be evaluated in accordance with the Functional criteria as follows:

All bid responses that do not meet the Mandatory Functional Requirements will be disqualified and will not be considered for further evaluation on the Functional Requirements.

NB: Failure to comply with the Mandatory Functional Requirements assessed in this phase 1 will lead to disqualification of bids.

Mandatory Requirements

Bidders must be able to submit the following documents. Failure to submit the valid EAPA-SA certificate and list of health care professionals registered with the HPCSA or relevant health professional bodies will be automatically disqualified.

Bidders who fail to comply with the Mandatory Requirements will be disqualified

NB: Bidders must take note of the following:

- To be completed by the bidders: bidders must indicate whether they comply and attach proof thereof.
- The proof attachments must be referenced from Annexure A-

DESCRIPTION	INDICATE ANNEXURE
The bidder must be able to submit proof of registration with the Employee Assistance Professionals Association of SA (EAPASA). (A valid membership certificate must be provided).	
The bidder must be able to submit a list of health care professionals registered with the Health Professional Council of South Africa (HPCSA) or relevant health professional bodies, indicating all individuals' valid registration numbers.	

11.7.2 Phase 2: Technical/ Functional Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows:

Functionality	Criteria	Sub-weight	Total weight points
1. The bidder must demonstrate understanding of the scope of work by addressing all aspects of specification, section 4 and section 5	Detailed proposal including executable plan demonstrating an understanding and ability to launch/market the services to employees within one month of award	40	40
	Failure to address all aspects of the scope bidders will automatically score a zero (0).	0	
2. List of health care professionals registered with the Health Professional Council of South Africa (HPCSA) or relevant health professional bodies, indicating all individuals' valid registration numbers.	151-250 health care professionals	15	15
	100-150 health care professionals	5	
professional bodies, indicating all individuals' valid registration numbers.	Less than 100 health care professionals	0	
3. Company experience providing similar services (mention projects). Bidders must provide written contactable references not older than three years from previous companies where similar projects were held. (Dated and signed by the previous client. It must be on client's letterheads i.e., contact telephone	More than 10 projects	30	30
	9 - 10 projects	25	
	7 - 8 projects	20	
	5 - 6 projects	10	

numbers, contact person, company name, email address)	1- 4 projects	5	
	No projects	0	
4. Bidders should demonstrate their nationally footprint.	Seven (7) to nine (9) provinces also provide proof of the list of professionals per province (es).	15	15
	Five (5) to six (6) provinces also provide proof of the list of professionals per province (es).	10	
	Two (2) to four (4) provinces also provide proof of the list of professionals per province (es).	8	
	Office(s) in one (1) province also provide proof of the list of professionals per province (es).	5	
	(NB: Multiple offices in one province will be considered as one office)		

WEIGHTING

Bidders who score a minimum threshold of **60 out of 100 points** on the evaluation criteria will be considered for further evaluation on Price and B-BBEE. Bidders who fail to attain the required minimum threshold will not be evaluated further.

		Weightings
Technical / Functional Criteria	Maximum Points	100
	Minimum Threshold	60
Price	Points allocated for price	80
B-BBEE Status Points	Points allocated for B-BBEE	20
TOTAL WEIGHT FOR PRICE AND B-BBEE PREFERENCE POINTS		100

Phase 3: Price Evaluation

The bidders will be required to score a **minimum of 60** points (functionality/technical) to qualify for Phase 3 of the evaluation where only points for Price and B-BBEE will be considered.

SECTION 2: FUNCTIONAL REQUIREMENTS SPECIFICATION

1. Special instructions to bidders

Bidders shall provide full and accurate answers to the questions posed in this RFP document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/technical requirements; failure to substantiate may lead to the bidder being disqualified. All documents as indicated must be supplied as part of the bid response.

2. BACKGROUND

The Commission for Conciliation, Mediation and Arbitration (CCMA) was established in terms of the Labour Relations Act 1995 to carry out a range of dispute resolution and prevention functions amongst others. As part of implementing its mandate, the information Centre a unit established within the CCMA interacts with its clients through call Centre solution for inbound and outbound calls as well as emails and social media platforms.

The Information Centre provides information and procedural advice to the public in line with current Labour legislation, CCMA Rules and Case Law. The information provided relates to progress of cases that have been referred to the CCMA, information on how to refer disputes, procedural advice on how to deal with employer-employee issues in the workplace, etc.

The Information Centre will be in Johannesburg at the CCMA Head Office, however with the COVID-19 inflicted new norm the agents should be able to work from anywhere.

The information service will service all the CCMA provinces in the following language skillset, English, Afrikaans, Isizulu and Sesotho.

The social media platforms currently in use includes Facebook, Twitter, and Hello peter.

3. INTRODUCTION

- 3.1. The Commission for Conciliation, Mediation and Arbitration (CCMA) invites proposals from competent, well qualified and experienced service providers to render an integrated Employee Wellness Programme for a period of three (3) years.
- 3.2. The CCMA has offices in each province within the Republic. The employees will be from any of the offices. (See the list of CCMA offices attached at the end of this specification as Annexure A).
- 3.3. The appointed service provider will be expected to work closely with the Employee Wellness Unit.

3.4. The operations and interactions will be governed by a Service Level Agreement (SLA).

4. OVERVIEW AND SCOPE OF REQUIREMENTS

4.1. The Commission for Conciliation, Mediation & Arbitration (CCMA) believes that the health and wellness of employees is an organisational imperative, which is a key attribute of organisational performance and productivity, hence investing in their health and wellness is of paramount importance.

4.2. The CCMA aspires through its Health and Wellness Programmes to create a safe and healthy working environment that promotes:

- Value driven employee performance
- Professional and personal growth of all employees at all organisational levels
- Strategically invest and improve the quality of life of all employees by providing health and psychosocial support and recognition of employees as a totality
- Alleviate the impact of everyday work, personal and family problems
- Ensure legal compliance with legislative and regulatory occupational frameworks requirements.

4.3. It is in this context that Professional Service Provider (PSP) need to be appointed, according to their areas of expertise, to ensure that there is a continuation and non-interruption in the provision of this vital and critical service.

5. OVERALL OBJECTIVES

- 5.1. To increase productivity, heighten morale and teamwork and strengthen the relationships between management, employees, and the organization by providing a sustainable and confidential employee wellness service to all CCMA employees.
- 5.2. To establish and maintain a holistic approach to support employees in managing their personal and social challenges.
- 5.3. To provide employees and their immediate family members with a comprehensive resource to help them address personal challenges.
- 5.4. To provide management with practical resources to support employees with personal and work-related problems.
- 5.5. To establish and maintain a system through which employees at risk can be identified, motivated, and referred for assistance.
- 5.6. To develop and improve the life skills and promote self-empowerment.
- 5.7. To promote and encourage employee healthy lifestyles.
- 5.8. To promote work-life balance and maintain a healthy workforce within a supportive environment.

6. SCOPE

- 6.1. The successful service provider will be expected to render Employee Wellness Programme (EWP) to approximately 500 individuals (permanent and fixed-term contract employees and independent contractors) and their immediate families and/or their next of kin. Immediate family members refer to the employee's spouse or partner, children, adopted children and other persons residing in the same household with the eligible employees.
- 6.2. Over and above quoting for approximately 500 employees, the bidder is required to quote on a fee per service, for services rendered that fall outside the psychosocial counselling services.
- 6.3. The successful service provider must be open to negotiating the price for specific events.
- 6.4. The scope of the services is a comprehensive Employee Wellness Programme consisting of the following core elements:
 - 4.4.1. Counselling Services.
 - 4.4.2. Life Management Services.
 - 4.4.3. Health and Productivity Management.
 - 4.4.4. Employee Wellness Days.

- 4.4.5. Executive Wellness Programme.
- 4.4.6. Awareness Education and Training.
- 4.4.7. Management and Administration.
- 4.4.8. Marketing and Communication.
- 4.4.9. Change Management & Group Conflict Mediation.

7. GENERIC SERVICE

7.1. COUNSELLING SERVICES

5.1.1. Toll-free telephonic supportive counselling

- 5.1.1.1. This service is offered to eligible employees and their immediate family members.
- 5.1.1.2. The Toll-free number shall be available 24/7/365 for employees & immediate family members. The service shall be available in 11 official languages with the national network matching CCMA's geographic map and where applicable sign language support must be provided.
- 5.1.1.3. Direct, confidential, and unlimited access to a 24-hour personal support and life management service toll-free number, with services offered by a multidisciplinary team of professionals including Social Workers, Psychologists, Medical Doctors, Financial and Legal Practitioners registered with their respective professional bodies. A list of registered professionals and their valid registration certificates to be supplied.

5.1.2. Face to face or virtual counselling

- 5.1.2.1. Face to Face or virtual counselling for employees and their immediate family members.
- 5.1.2.2. First appointment should be scheduled within 24-48 hours of inbound call.
- 5.1.2.3. Counselling to be conducted by Practitioners registered with their respective professional bodies. The service provider should be able to supply a database of multidisciplinary subject matter experts and organisations which can be utilised for referral purposes in cases where long term therapy is deemed to be necessary.
- 5.1.2.4. Six (6) Personal Counselling (face-to-face or virtual) sessions per condition/incident near employee's residence or place of work.
- 5.1.2.5. If further intervention is needed outside the scope of the services or after the sixth (6) sessions, whereby an employee will incur costs, e.g., psychiatric institutions or rehabilitation institutions etc. the bidder must verbally and in writing inform the employee accordingly.

5.1.3. Critical incident service (Trauma debriefing)

5.1.3.1. This service will be providing prompt i.e. (within 24 hours of the incident) and professional trauma debriefing and counselling services to the employees exposed to traumatic incidents. This will include on-site incident containment, debriefing and counselling to employees to competently manage to recover from trauma. Provision of a high-level organisational support, coping skills, training, and assistance to recognise post traumatic symptoms.

5.1.4. Management consultancy, referral, and support program

5.1.4.1. Provide consultation to management and leadership on a wide range of workplace issues affecting employees, management and organisational health and performance.

5.1.4.2. Access to professional advice, support, and training to develop the skills to manage specific issues, as well as identify and refer ill or troubled employees under their supervision.

7.2. LIFE MANAGEMENT SERVICES

5.2.1. Life Management Services shall comprise of the following but not limited to:

- Debt management & advocacy.
- Money management (budgeting).
- Legal advice & guidance.
- Family Care.
- Pre-retirement Programme
- Quality Care Programme

5.2.2. Financial services are intended to help those employees who require assistance with matters related to their financial management. Such services should be accessible telephonically. It is important to note that the purpose of this service is to improve the financial wellness of employees and not sell products and services to them.

5.2.3. The following services will be expected from the service provider:

5.2.3.1. Telephonic follow up consultation as and when required.

5.2.3.2. Provide and conduct workshops and group sessions to the employees as and when required to address trends/needs identified.

5.2.4. A legal wellbeing service that provides CCMA employees with detailed practical information, education, counselling, resources, and referrals on a broad range of legal matters, consumer affairs and social benefits, basic contract drafting and wills & estate planning. The legal services exclude

legal representation in a court of law. Provide and conduct workshops and group sessions to the employees as and when required.

5.2.5. Family care support will focus on the provision of information and guidance on a broad range of family related issues such as parental guidance, disability benefits, educational and community resources, special needs placement, dependent care, child support, preschool programmes & care giving guidance etc.

5.2.6. Pre-retirement programme will provide a variety of resources to enable pre-retiring employees the ability to take charge of their health and develop their own personal wellness programme.

5.2.7. The following services will be expected from the service provider:

5.2.7.1. Provision of a trained and experienced Retirement/Life Coach who understands what it takes to make a successful transition from a work life to retirement, including the setbacks they may encounter as well as any opportunities they may need to take advantage of e.g., finding humanitarian efforts, entrepreneurial adventures, or even artistic pursuits that pre-retirees had not considered before.

5.2.7.2. Provide and conduct workshops and group sessions to the employees as and when required to address trends/needs identified.

5.2.8. The Quality Care Programme should provide amongst other things support all parents and also provide advice to pregnant employees and their partners throughout all stages of pregnancy, from planning, through the ante-natal period and delivery, to the post-natal period, as well as to employees who are returning to work after a long sickness.

5.2.9. The following services will be expected from the service provider:

5.2.9.1. Guidance on the Return-to-Work phase post-delivery or long illness

5.2.9.2. Provision of educational programming with the classes that span from subjects like motivational talks, focus groups, mindfulness/meditation etc.

7.3. HEALTH & PRODUCTIVITY MANAGEMENT

5.3.1. Health & productivity management includes chronic disease management, non-performance, health promotion and awareness and education.

5.3.2. Development and Implementation of a Health and Productivity Management Program such as:

5.3.2.1. Life threatening disease awareness and management including but not limited to HIV/AIDS, Diabetes, TB, Hypertension, and other related chronic diseases.

5.3.2.2. Substances abuse awareness and education and other addictive behaviours such as gambling; and pornography etc.

5.3.2.3. Provisioning of annual health screening assessment services for the duration of the contract which include but not limited to:

- Manual breast checks by nurses.
- Prostate cancer screening-rapid test.

7.4. EMPLOYEE WELLNESS DAYS

5.4.1. Conduct Annual Employee Health screenings to approximately 500 CCMA employees.

5.4.1.1. The service rendered will include determining the following:

- HIV/AIDS & VCT
- Weight
- Height
- Body Mass Index
- Blood Pressure & Pulse reading
- Lipid Screening Tests
- Glucose levels
- Provide appropriate health action recommendation based upon the results of each employee's screening results.
- Stress levels
- Nutritional status
- Physical activity

5.4.1.2. The successful service provider will also be responsible for fully managing the following:

- Employee Wellness Day coordination.
- Data capturing of each employee's results directly after their assessments,

5.4.1.3. Wellbeing exhibitions by national health foundations as well as national health and wellness service providers. A full report on the wellness results of employees must be provided to the CCMA Employee Wellness Project Manager and should include overall results and results per region and not limited to the following:

- Demographics of the employees tested.
- Health overview of the employees tested.

- Recommendations.

5.4.2. SCOPE OF SERVICE – ANNUAL OFFERING

5.4.2.1. The wellness testing will be done on +/- 500 employees that will be tested annually over a period of three (3) years, with all assessments completed within 30 days of programme commencement. The wellness days are scheduled in line with the Employee Wellness Corporate Calendar.

Area	Address	Wellness Testing Days Estimate
GAUTENG PROVINCE		
Head Office	28 Harrison Street, 8 th floor, Johannesburg, 2001 Tel: 011 377-6600/01/50	1-day wellness testing: 08:00 – 15:00
Ekurhuleni	CCMA Place Cnr Woburn & Rothsay Streets, Benoni, 1501 Tel: 011 845-9000	1-day wellness testing: 08:00 – 15:00
Johannesburg	CCMA House 127 Fox Street Johannesburg, 2001 Tel: 011 220-5000	1-day wellness testing: 08:00 – 15:00
Tshwane	351 Francis Baard Street, Pretoria Central, Pretoria, Tel: 012 317-7800	1-day wellness testing: 08:00 – 15:00
Vaal Office	Cnr. Kruger Avenue &, Edward St, Vereeniging, Johannesburg Tel: 016- 440-2709	1-day wellness testing: 08:00 – 15:00

EASTERN CAPE PROVINCE		
East London	Ground Floor, Rennies Building, Cnr. Church & Oxford Street East London, 5200 Tel: 043 711-5400	1-day wellness testing: 08:00 – 15:00
Port Elizabeth	97 Govan Mbeki Avenue Port Elizabeth Tel : 041 509-1000	1-day wellness testing: 08:00 – 15:00
FREE STATE		
Bloemfontein	CCMA House, Cnr. Elizabeth & West Burger Streets, Bloemfontein Tel: 051 411-1700	1-day wellness testing: 08:00 – 15:00
Welkom	Phakisa House, Cnr. Ryk & Heeren Streets, Welkom, Free State Tel: 051-411-1700	1-day wellness testing: 08:00 – 15:00
KWAZULU-NATAL		
Durban	Aqua Sky Towers 275 Anton Lembede Street Ground Floor Durban Tel: 031 362-2300	1-day wellness testing: 08:00 – 15:00
Pietermaritzburg	269 Peter Kershoff Street	1-day wellness testing:

	Pietermaritzburg 3201	08:00 – 15:00
Port Shepstone	10 McArthur Street (Cnr of McArthur and Dennis Shepstone Street) Port Shepstone 4240	1-day wellness testing: 08:00 – 15:00
Richards Bay	2 nd Floor -ABSA Building Lakeview Terrace 7 Trinidad Parking Area – Richards Bay 3900	1-day wellness testing: 08:00 – 15:00
Newcastle	78 Scotts Street Newcastle 2940	1-day wellness testing: 08:00 – 15:00
LIMPOPO		
Polokwane	CCMA House, 104 Hans van Rensburg Street, Polokwane Tel: 015 287-7400	1-day wellness testing: 08:00 – 15:00
Tzaneen	Proforum Center Office no3 Short Street Tzaneen 0850	1-day wellness testing: 08:00 – 15:00
MPUMALANGA		
Witbank	CCMA Building 69 President Street,	1-day wellness testing: 08:00 – 15:00

	Witbank 1035 Tel: 013 655-2600	
Mbombela	25 Samora Machel Dr, Nelspruit Central Tel: 013- 755-7504	1-day wellness testing: 08:00 – 15:00
Secunda	Kiewiet Office Park Block B Cnr Walter Sisulu and Kiewiet Drive, Extention 28 Secunda	
NORTHERN CAPE		
Kimberley	CCMA House, 5-13 Compound Street Kimberley 8301 Tel: 053 836-7300	1-day wellness testing: 08:00 – 15:00
North West		
Klerksdorp	47 Siddle Street, Klerksdorp 8301 Tel: 018 487-4600	1-day wellness testing: 08:00 – 15:00
Rustenburg	1st Floor, Sanlam Centre, 43-45 Boom Street Old Sanlam Building Rustenburg 0299 Tel: 018- 487-4600	1-day wellness testing: 08:00 – 15:00
Vryburg	Vryburg CCMA Office: 15 Molopo Street	1-day wellness testing

	Vryburg	08:00 – 15:00
WESTERN CAPE		
Cape Town	CCMA House 78 Darling Street, Cape Town 8000 Tel: 021 469-0111	1-day wellness testing: 08:00 – 15:00
George Office	62 Cathedral St, Cathedral Sq, George 6529 Tel: 044- 805-7708	1-day wellness testing: 08:00 – 15:00

5.5. EXECUTIVE MEDICAL ASSESSMENTS

5.5.1. Conduct annual executive medical assessments to approximately 20 Executives.

5.5.2. The Assessment to cover a comprehensive health risk assessment including full blood pathology:

- Individual health questionnaire
- HIV/AIDS & VCT
- Glucose, full lipogram and HbA1C (only for at-risk clients)
- Urine analysis
- Biokinetics consultation (anthropometry and body composition)
- Posture assessment
- Resting ECG
- Stress ECG
- Lung function
- Eye screening
- Hearing screening
- Stroke risk assessment

- Vitality fitness assessment
- Psychologist consultation
- Dietitian consultation
- GP consultation
- Individual health report.
- Consolidated group report
- Tailored coaching programmes to manage identified risks (nutrition, stress management or exercise)

5.5.3. The assessment should be conducted at the appropriate executive wellness centres and reports to be provided at the end of the assessments.

5.6. AWARENESS, EDUCATION & TRAINING

5.6.1. Conduct awareness sessions on a quarterly/monthly basis at all CCMA offices or virtually in line with CCMA's Corporate Wellness Calendar.

5.6.2. The awareness sessions to cover the following issues:

- Wellness awareness, interventions & training by Specialists i.e., Dieticians or Nutritionists, Psychologists, Medical Doctors, Fitness Instructors, Motivational Speakers & Facilitators.
- Employee wellness programme awareness sessions.

5.7. MANAGEMENT AND ADMINISTRATION

5.7.1. Reporting:

5.7.1.1. Monthly, quarterly, and annual statistics on the number of employees assisted and the type of issues dealt with, and recommendations should be compiled by the service provider.

5.7.1.2. This will include a records management system for the calls taken for auditing purposes.

5.7.1.3. This report must inter alia contain the following information:

5.7.1.3.1. Utilisation report including gender, age, region and problem category, progress report; for new and repeat participants.

5.7.1.3.2. Any problems/ behavioural risks/ conditions identified during the quarter per regions; and

5.7.1.3.3. Any other aspects that need to be brought to the attention of the organisation e.g., work impact,

5.7.1.3.4. Comparative monthly, quarterly, and annual statistics of the above-mentioned points

5.7.1.3.5. Recommendation and proposals on implementation.

5.7.1.4. All records must be computerised and accessible to Call Centre personnel.

5.7.1.5. The service provider is required to put in place a formal recording and review system covering all aspects of conversations.

5.7.1.6. Records must be kept for the duration of up to (24) twenty-four months after the expiry of the contract.

5.7.2. The reporting system should contain the following:

5.7.2.1. Each report shall have a narrative heading which indicates the nature of the report.

5.7.2.2. All formula calculations on the strategic quarterly reports are to be transparent; and

5.7.2.3. The purpose of the report and suggested recommendations shall be documented and shall be addressed during feedback sessions conducted by the service provider throughout the contract.

5.7.3. Client relationship management:

5.7.3.1. The CCMA requires a dedicated Client Relationship Manager who will be responsible for:

5.7.3.1.1. Ensuring delivery of services in line with the agreed Service Agreement.

5.7.3.1.2. Conducting relevant assessments for the CCMA to ensure that the project plan will address the identified risks and needs of the CCMA.

5.7.3.1.3. Developing an integrated project plan which is aligned with CCMA's strategic objectives.

5.7.3.1.4. Meeting with the CCMA monthly to discuss and review projects plans or implementation.

5.7.3.1.5. Building relationships with the CCMA Employee Wellness teams within different regions and ensure high visibility within those regions.

5.7.3.1.6. The service provider must have an on-going liaison, involvement, and consultation with the CCMA Wellness Project Manager, including meetings at CCMA premises as and when required.

5.7.3.1.7. Providing approach and methodology including a sample of the implementation plan and must also be able to demonstrate leading expertise and an extensive track record in providing comprehensive employee wellness programme as part of the bid submission that includes, timeframes and responsibilities of the various parties.

5.7.3.1.8. Implementation must not take longer than one (1) month for execution from date of award.

5.7.3.1.9. Providing CVs of individuals proposed to assist the CCMA's Employee Wellness team, including past relevant experience. The Project team should include a Partner or Director who will be Lead Advisor to the CCMA Employee Wellness team and other senior members.

5.8. MARKETING & COMMUNICATION

5.8.1. Service provider to design appropriate marketing and communication materials e.g., wallet cards, posters, and promotional materials to introduce the services to the employees and to create awareness and education on EWP.

5.8.2. On-going marketing and Promotion of EWP Services as well as monthly articles/newsletter on health related or work-life balance topics or in line with the National Department of Health calendar.

5.8.3. Provide an innovative electronic health, medical advice and wellness programme utilizing all the communication channels available in the CCMA, with the proposal of alternative methods of marketing as the contract progress.

5.9. CHANGE MANAGEMENT & GROUP CONFLICT MEDIATION:

5.9.1. Render effective and efficient programme to assist management of people aspect of organizational change to provide support, change surveys, training, group dynamics, groups, and leadership coaching.

5.9.2. Identify and respond to the adverse conflict risks within the organisation prior to them impacting negatively on productivity and service excellence.

5.9.3. Build capacity for managers to use the service and to identify distressed employees and refer them to appropriate resources.

5.9.4. One on One and group support interventions as and when required.

8. CONFIDENTIALITY & ETHICS

8.1. All information mentioned above shall adhere to confidentiality and ethics standards as laid down by the Health Professions Council of South Africa.

The successful bidder will receive orders from CCMA Regional offices and is required to deliver marketing materials and hold staff awareness events at the following offices:

OFFICE	CONTACT PERSON	ADDRESS
GAUTENG PROVINCE		
Head Office	Ms. Philippine Maqubela	28 Harrison Street, 8 th floor, Johannesburg, 2001 Tel: 011 377-6600/01/50
Ekurhuleni	Ms. Maggie Naidoo	CCMA Place Cnr Woburn & Rothsay Streets, Benoni, 1501 Tel: 011 845-9000
Johannesburg	Ms. Nanakie Moroti	CCMA House 127 Fox Street Johannesburg, 2001 Tel: 011 220-5000
Tshwane	Ms. Cindy Dhlamini	351 Francis Baard Street, Pretoria Central, Pretoria, Tel: 012 317-7800
Vaal Office	Ms Nanakie Moroti	Cnr. Kruger Avenue &, Edward St, Vereeniging, Johannesburg Tel: 011 220 5000
EASTERN CAPE PROVINCE		
East London	Mr. Bongo Ngxabani	Ground Floor, Rennies Building,

		Cnr. Church & Oxford Street East London, 5200 Tel: 043 711-5400
Port Elizabeth	Ms. Czarina Pillay	97 Govan Mbeki Avenue Port Elizabeth Tel : 041 509-1000
FREE STATE		
Bloemfontein	Ms. Liesel Behrens	CCMA House, Cnr. Elizabeth & West Burger Streets, Bloemfontein Tel: 051 411-1700
Welkom	Ms. Liesel Behrens	Phakisa House, Cnr. Ryk & Heeren Streets, Welkom, Free State Tel: 051-411-1700
KWAZULU-NATAL		
Durban	Ms Merle Benjamin	Aqua Sky Towers 275 Anton Lembede Street Ground Floor Durban Tel: 031 362-2300
Pietermaritzburg	Ms Merle Benjamin	269 Peter Kershoff Street Pietermaritburg 3201 Tel: 031 362 2300
Port Shepstone	Ms Merle Benjamin	10 McArthur Street (Cnr of McArthur and Dennis Shepstone Street) Port Shepstone, 4240

		Tel: 031 362 2300
Richards Bay	Ms Merle Benjamin	2nd Floor -ABSA Building Lakeview Terrace 7 Trinidad Parking Area – Richards Bay 3900 Tel: 031 362 2300
Newcastle	Ms Merle Benjamin	78 Scotts Street Newcastle 2940 Tel: 031 362 2300
LIMPOPO		
Polokwane	Ms. Annah Senetla	CCMA House, 104 Hans van Rensburg Street, Polokwane Tel: 015 287-7400
Tzaneen	Ms. Annah Senetla	Proforum Center Office no3 Short Street Tzaneen 0850 Tel: 015 287 7400
MPUMALANGA		
Witbank	Mr. Sipho Mlangeni	CCMA Building 69 President Street, Witbank. Tel: 013 655-2600
Mbombela	Mr. Sipho Mlangeni	25 Samora Machel Dr, Nelspruit Central, Tel: 013 655 2600

Secunda	Mr Sipho Mlangeni	Kiewiet Office Park Block B Cnr Walter Sisulu and Kiewiet Drive, Extension 28 Secunda Tel: 013 655 2600
NORTHERN CAPE		
Kimberley	Mr. Archibald Maasdorp	CCMA House, 5-13 Compound Street Kimberley 8301 Tel: 053 836-7300
North West		
Klerksdorp	Ms. Mpho Sedumedi	47 Siddle Street, Klerksdorp 8301 Tel: 018 487-4600
Rustenburg	Ms. Mpho Sedumedi	1st Floor, Sanlam Centre, 43-45 Boom Street Old Sanlam Building Rustenburg Tel: 018- 487-4600
Vryburg	Ms Mpho Sedumedi	Vryburg CCMA Office: 15 Molopo Street Vryburg Tel: 018 487 4600
WESTERN CAPE		
Cape Town	Ms. Jalielah Manual	CCMA House 78 Darling Street, Cape Town

		Tel: 021 469-0111
George Office	Ms. Jalielah Manual	62 Cathedral St, Cathedral Sq, George Tel: 021 469 0111

NB: The offices listed above do not represent an exhaustive list as the CCMA may establish new offices during the duration of this contract. The addresses may also change from time

4. **SERVICE LEVEL AGREEMENT**

The relationship between CCMA and the successful service provider will be managed through a Service Level Agreement (SLA) and proper procedures must be in place to manage, monitor and report as stipulated.

SECTION 3: ANNEXURES

STAGE 3: PRICE AND B-BBEE

ANNEXURE A1: PRICING SCHEDULE (COMPLETED TO BE ENCLOSED IN ENVELOPE 2)

NB: USE INK PREFERABLY BLACK TO FILL IN THIS FORM

NAME OF BIDDER: _____

VALIDITY: 120 DAYS

To be completed by the bidder and submitted in a Financial Envelope

PRICING SCHEDULE

For this section, please provide an Appendix with the pricing schedule. The pricing needs to be transparent so that the CCMA understands the pricing per component of each item.

Description	Price
1. Counselling Services:	All-inclusive fee for 500 CCMA officials per month (monthly retainer)
· Toll-free telephonic supportive counselling	

Commission for Conciliation, Mediation & Arbitration

· Debt Management & advocacy	
· Money management (budgeting)	
· Legal advice & guidance	
· Family care	
Critical incident service (Trauma debriefing)	Price per group per session (refer to 5.1.3)
Management consultancy, referral, and support program	Price per person (refer to 5.1.4).....
2. Life Management Services	500 CCMA Employees
· Pre-retirement Programme	

Commission for Conciliation, Mediation & Arbitration

o Individual support with a Life / Retirement Coach	Price per person.....
o Group workshops/ sessions	Price per session.....
Quality Care Programme	
o Individual support	Price per person.....
o Return to work programme	Price per service.....
o Educational programme/training/group sessions	Price per session.....
3. Health and Productivity Management	500 CCMA Employees

Commission for Conciliation, Mediation & Arbitration

· Development & implementation of a health and productivity management programme	Price per service.....
· Substance abuse & addictive behavior awareness and education (Virtual or in-person)	Price per group per session.....
· Individual interventions	Price per person.....
· Annual health screening assessment services e.g., manual breast cancer tests	Price per person.....
4. Employee Wellness Days	500 CCMA Employees
· Conduct Annual Employee health screenings	Price per person.....
· Employee Wellness Days coordination	Price per service.....

Commission for Conciliation, Mediation & Arbitration

· Wellbeing exhibitions by national health foundations as well as national health and wellness service providers.	Price service.....
5. Executive Medical Assessments	Approximately 20 Executives
· Conduct annual executive medical assessment	Price per person.....
6. Awareness, Education and Training	500 CCMA Employees
· Wellness awareness, interventions, and training by Specialists on various topics (Virtual or in-person)	Price per group per session.....
7. Management and Administration	
· Reporting	Price per service.....

Commission for Conciliation, Mediation & Arbitration

· Client relationship management	Price per service.....
8. Marketing and Communication	Price per service.....
9. Change Management	Price per intervention.....
· Group Conflict Mediation	Price per session.....
· Leadership coaching	Price per person.....
Total price per annum	R
VAT price	R

Grand Total Price per annum	R
Annual percentage escalation for year 2	
Annual percentage escalation for year 3	

NB: The price quoted should be inclusive of all travel and applicable costs as well as VAT.

ANNEXURE 1:

SBD 1

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CCMA					
BID NUMBER:	CCMA/2021/28 - ICT	CLOSING DATE:	18 FEBRUARY 2022	CLOSING TIME:	11:00AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISIONING OF SUPPORT AND MAINTENANCE OF A HOSTED CONTACT CENTER SOLUTION AT THE CCMA CO-LOCATION DATACENTER FOR A PERIOD OF 36 MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CCMA NATIONAL OFFICE					
8TH FLOOR					
28 HARRISON STREET					
JOHANNESBURG					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thulisa Mpumlo		CONTACT PERSON	Thulisa Mpumlo	
TELEPHONE NUMBER	011 377 6823		TELEPHONE NUMBER	011 377 6823	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Tenderenquiries@CCMA.org.za		E-MAIL ADDRESS	Tenderenquiries@CCMA.org.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? NO			<input type="checkbox"/> YES <input type="checkbox"/>
DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO			<input type="checkbox"/> YES <input type="checkbox"/>
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> NO			<input type="checkbox"/> YES
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? NO			<input type="checkbox"/> YES <input type="checkbox"/>
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED- (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE

SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE
BID INVALID.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

ANNEXURE 2:

SBD 3.3

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE.....

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)	
1.	The accompanying information must be used for the formulation of proposals.		
2.	Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.	R.....	
3.	PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT		
	R..... days
	R..... days
	R..... days
	R..... days
3.1	Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.		
	DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY AMOUNT
	R.....
	R.....
	R.....
	R.....
		TOTAL: R.....	

** "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

ANNEXURE 3:

SBD 4

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or

(e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder YES / NO
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person
connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain YES / NO
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid YES / NO
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES/NO

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES/NO

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH
23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

ANNEXURE 4:

SBD 6.1

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT
REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or

1.2 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time

subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **"EME"** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **"functionality"** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **"prices"** includes all applicable taxes less all unconditional discounts;
- (h) **"proof of B-BBEE status level of contributor"** means:

1)	Status level certificate issued by an authorized body or person;	B-BBEE
2)	affidavit as prescribed by the B-BBEE Codes of Good Practice;	A sworn
3)	requirement prescribed in terms of the B-BBEE Act;	Any other
- (i) **"QSE"** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **"rand value"** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

- 7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

- 7.1.1 If yes, indicate:

- What percentage of the contract will be subcontracted.....%
- The name of the sub-contractor.....
- The B-BBEE status level of the sub-contractor.....
- Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider

- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES	
1.
2.

.....
SIGNATURE(S) OF BIDDERS(S)
DATE:

SBD7.2

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

2 PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to render services described in the attached bidding documents to (name of the institution)..... in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid .
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Filled in task directive/proposal;
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder's past SCM practices;
 - Certificate of Independent Bid Determination;
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

WITNESSES

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

SBD 7.2

CONTRACT FORM - RENDERING OF SERVICES

3 PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity
as.....
accept your bid under reference numberdated.....for the rendering of
services indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of
the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTI ON	MINIMUM THRESHOLD FOR LOCAL PRODUCTIO N AND CONTENT (if applicable)

4. I confirm that I am duly authorized to sign this contract.

SIGNED ATON.....

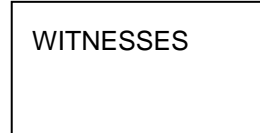
NAME (PRINT)

SIGNATURE

OFFICIAL STAMP



WITNESSES



ANNEXURE 6:

SBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE 7:

SBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and

- (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

SBD 9

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SBD 9

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

ANNEXURE 8

SWORN AFFIDAVIT – B-BBEE EXEMPTED MICRO ENTERPRISE

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a member / director / owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name	
Trading Name	
Registration Number	
Enterprise Address	

3. I hereby declare under oath that:
 - The enterprise is _____% black owned;
 - The enterprise is _____% black woman owned;
 - Based on the management accounts and other information available on the _____ financial year, the income did not exceed R10,000,000.00 (ten million rands);
 - Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% black owned	Level One (135% B-BBEE procurement recognition)	
More than 51% black owned	Level Two (125% B-BBEE procurement recognition)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition)	

4. The entity is an empowering supplier in terms of **the dti** Codes of Good Practice.
5. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
6. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

SWORN AFFIDAVIT – B-BBEE QUALIFYING SMALL ENTERPRISE - GENERAL

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorised to act on its behalf:

Enterprise Name:	
Trading Name (If Applicable):	
Registration Number:	
Enterprise Physical Address:	
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):	
Nature of Business:	
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) who became citizens of the Republic of South Africa by naturalisation-</p> <p>i. before 27 April 1994; or</p> <p>ii. on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date;"</p>

Definition of "Black Designated Groups"	<p>"Black Designated Groups means:</p> <ul style="list-style-type: none"> (a) unemployed black people not attending and not required by law to attend an educational institution and not awaiting admission to an educational institution; (b) Black people who are youth as defined in the National Youth Commission Act of 1996; (c) Black people who are persons with disabilities as defined in the Code of Good Practice on employment of people with disabilities issued under the Employment Equity Act; (d) Black people living in rural and under developed areas; (e) Black military veterans who qualifies to be called a military veteran in terms of the Military Veterans Act 18 of 2011;"
---	---

3. I hereby declare under Oath that:

- The Enterprise is _____% Black Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Female Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- The Enterprise is _____% Black Designated Group Owned as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,
- Black Designated Group Owned % Breakdown as per the definition stated above:
 - Black Youth % = _____%
 - Black Disabled % = _____%
 - Black Unemployed % = _____%
 - Black People living in Rural areas % = _____%
 - Black Military Veterans % = _____%
- Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____, the annual Total Revenue was between R10,000,000.00 (Ten Million Rands) and R50,000,000.00 (Fifty Million Rands),
- Please confirm on the table below the B-BBEE level contributor, **by ticking the applicable box.**

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At Least 51% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

ANNEXURE 9

CCMA'S

STANDARD

CONDITIONS OF BID

4 1 GENERAL

- | | | |
|--|---|---|
| Actions | 1 | CCMA's <i>Representative</i> and each <i>bidder</i> submitting a bid shall act timeously as stated in these Conditions of Bid and in a manner which is fair, equitable, transparent, competitive and cost-effective. |
| Interpretation | 2 | Terms shown in <i>italics</i> vary for each bid. The details of each term for this bid are identified in the Bid Data. Terms shown in capital initials are defined terms in the appropriate conditions of contract. |
| | 3 | Any additional or amended requirements in the Bid Data, and additional requirements given in the Schedules in the <i>bid returnables</i> are deemed to be part of these Conditions of Bid. |
| | 4 | The Conditions of Bid and the Bid Data shall not form part of any contract arising from this invitation to bid. |
| Communication | 5 | Each communication between the CCMA and a <i>bidder</i> shall be to or from CCMA's <i>Representative</i> only, and in a form that can be read, copied and recorded. Communication shall be in the English language. CCMA takes no responsibility for non-receipt of communications from or by a <i>bidder</i> . |
| CCMA's rights to accept or reject any bid | 6 | CCMA may accept or reject any variation, deviation, bid, or alternative bid, and may cancel the bid process and reject all bids at any time prior to the formation of a contract. CCMA's <i>Representative</i> will not accept or incur any liability to a <i>bidder</i> for such cancellation and rejection, but will give written reasons for the action upon written request to do so. CCMA reserves the right to accept the whole of any part of any bid. |

After the cancellation of the bid process or the rejection of all bids CCMA may abandon the proposed work and services, have it performed in any other manner, or re-issue a similar invitation to bid at any time.

5 2 BIDDER'S OBLIGATIONS

The *bidder* shall comply with the following obligations when submitting a bid and shall:

Eligibility	1	Submit a bid only if the <i>bidder</i> complies with the <i>criteria</i> stated in the Bid Data and the <i>bidder</i> , or any of his principals, is not under any restriction to do business with the CCMA.
Cost of bidding	2	Accept that the CCMA will not compensate the <i>bidder</i> for any costs incurred in the preparation and submission of a bid, including the costs of any testing necessary to demonstrate that aspects of the bid satisfy the evaluation criteria.
Check documents	3	Check the <i>bid documents</i> on receipt, including pages within them, and notify CCMA's <i>Representative</i> of any discrepancy or omissions.
Confidentiality and copyright of documents	4	Treat as confidential all matters arising in connection with the bid. Use and copy the documents provided by the CCMA only for the purpose of preparing and submitting a bid in response to this invitation.
Standardised specifications and other publications	5	Obtain, as necessary for submitting a bid, copies of the latest revision of standardised specifications and other publications, which are not attached but which are incorporated into the <i>bid documents</i> by reference.
	7	Acknowledge receipt of Addenda to the <i>bid documents</i> , which CCMA's <i>Representative</i> may issue, and if necessary apply for an extension to the <i>deadline for bid submission</i> , in order to take the Addenda into account.
Site visit and / or clarification meeting	8	Attend a site visit and/or clarification meeting at which <i>bidders</i> may familiarise themselves with the proposed work, services or supply, location, etc. and raise questions.. Details of the meeting(s) are stated in the Bid Data.

Seek clarification	9	Request clarification of the <i>bid documents</i> , if necessary, by notifying CCMA's <i>Representative</i> earlier than the <i>closing time for clarification of queries</i> .
Insurance	10	Be informed that the extent (if any) of insurance provided by the CCMA may not be for the full cover required in terms of the relevant category listed in Section 8 of the <i>conditions of contract</i> , the <i>bidder</i> is advised to seek qualified advice regarding insurance.
Pricing the bid	11	Include in the rates, prices, and the bidded total of the prices (if any) all duties, taxes (except VAT), and other levies payable by the successful <i>bidder</i> . Such duties, taxes and levies are those applicable 14 days prior to the <i>deadline for bid submission</i> .
	12	Show Value Added Tax (VAT) payable by the CCMA separately as an addition to the bidded total of the prices.
	13	Provide rates and prices that are fixed for the duration of the contract and not subject to adjustment except as provided for in the <i>conditions of contract</i> .
	14	State the rates and Prices in South African Rand unless instructed otherwise as an additional condition in the Bid Data.
Alterations to documents	15	Not make any alterations or additions to the <i>bid documents</i> , except to comply with instructions issued by CCMA's <i>Representative</i> or if necessary to correct errors made by the <i>bidder</i> . All such alterations shall be initialled by all signatories to the bid. Corrections may not be made using correction fluid, correction tape or the like.
Alternative bids	16	Submit alternative bids only if a main bid, strictly in accordance with all the requirements of the <i>bid documents</i> is also submitted. The alternative bid is submitted with the main bid together with a schedule that compares the requirements of the <i>bid documents</i> with the alternative requirements the <i>bidder</i> proposes.
	17	Accept that an alternative bid may be based only on the criteria stated in the Bid Data and as acceptable to the CCMA.
Submitting a bid	18	The CCMA require one original bidding document, indexed according to the page numbers and content as well as one CD of the same.

Submit a bid for providing the whole of the works, services or supply identified in the Contract Data unless stated otherwise as an additional condition in the Bid Data.

- 19 Return the *bid returnables* to the CCMA, completing without exception all the forms, data and schedules included therein.
- 20 Submit the bid as an original plus the number of copies stated in the Bid Data and provide an English translation for documentation submitted in a language other than English. Bids may not be written in pencil but must be completed in ink.
- 21 Sign the original and all copies of the bid where indicated. The CCMA will hold the signatory duly authorised and liable on behalf of the *bidder*.
- 22 Seal the original and each copy of the bid as separate packages marking the packages as "ORIGINAL" and "COPY". Each package shall state on the outside the CCMA's national office address and invitation to bid number stated in the Bid Data, as well as the *bidder's* name and contact address.
- 23 Seal original and copies together in an outer package that states on the outside only the CCMA's national office address and invitation to bid number as stated in the Bid Data. The outer package must be marked "CONFIDENTIAL"
- 24 Where a two-envelope system is required in terms of the bid data, place and seal the returnable documents listed in the bid data in an envelope marked "financial proposal" and place the remaining returnable documents in an envelope marked "technical proposal". Each envelope shall state on the outside the CCMA's national office address and identification details stated in the bid data, as well as the bidder's name and contact details. Make sure both parts of the bid are delivered as a single package.
- 25 Accept that the CCMA will not assume any responsibility for the misplacement or premature opening of the bid if the outer package is not sealed and marked as stated
Note:
The CCMA prefers not to receive bids by post, and takes no responsibility for delays in the postal system or in transit within or between CCMA offices.
Where bids are sent per fax, the CCMA takes no responsibility for difficulties in transmission caused by line or equipment faults.
Where bids are sent via courier, the CCMA takes no responsibility for bids delivered

to any other site than the bid office.

CCMA employees are not permitted to deposit a bid into the CCMA's bid box on behalf of a bidder, except those lodged by post or courier.

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| Closing time | 26 | Ensure that the CCMA has received the bid at the address and in the bid box no later than the <i>deadline for bid submission</i> . Proof of posting will not be taken by the CCMA as proof of delivery. The CCMA will not accept a bid submitted telephonically, e-mail or by telegraph unless stated otherwise in the Bid Data. |
| | 27 | Accept that, if the CCMA extends the <i>deadline for bid submission</i> for any reason, the requirements of these Conditions of Bid apply equally to the extended deadline. |
| Bid validity | 28 | Hold the bid(s) valid for acceptance by the CCMA at any time within the <i>validity period</i> after the <i>deadline for bid submission</i> . |
| | 29 | Extend the <i>validity period</i> for a specified additional period if the CCMA requests the <i>bidder</i> to extend it. A <i>bidder</i> agreeing to the request will not be required or permitted to modify a bid, except to the extent the CCMA may allow for the effects of inflation over the additional period. |
| Clarification of bid after submission | 30 | Provide, on request from the CCMA's <i>Representative</i> during the evaluation of bids, any other material that has a bearing on the bid, the bidder's commercial position (including notarised joint venture agreements), preferencing arrangements or samples of materials, considered necessary by the CCMA for the purpose of a full and fair risk assessment. This may include providing a breakdown of rates or Prices. No change in the total of the Prices or substance of the bid is sought, offered, or permitted except as required by the CCMA's <i>Representative</i> to confirm the correction of arithmetical errors discovered in the evaluation of bids. The total of the Prices stated by the <i>bidder</i> as corrected by the CCMA's <i>Representative</i> with the concurrence of the <i>bidder</i> , shall be binding upon the <i>bidder</i> |
| Submit bonds, policies etc. | 31 | If instructed by the CCMA's <i>Representative</i> (before the formation of a contract), submit for the CCMA's acceptance, the bonds, guarantees, policies and certificates of insurance required to be provided by the successful <i>bidder</i> in terms of the <i>conditions of contract</i> . |
| | 32 | Undertake to check the final draft of the contract provided by CCMA's |

Representative, and sign the Form of Agreement all within the time required by these Conditions of Bid.

- 33 Where an agent on behalf of a principal submits a bid, an authenticated copy of the authority to act as an agent must be submitted with the bid.

Fulfil BEE requirements

- 34 Comply with CCMA's requirements regarding BBBEE.

6 3 THE CCMA'S UNDERTAKINGS

CCMA's *Representative*, shall:

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|---------------------------------|---|---|
| Respond to clarification | 1 | Respond to a request for clarification received earlier than the <i>closing time for clarification of queries</i> . The response is notified to all <i>bidders</i> . |
| Issue Addenda | 2 | If necessary, issue Addenda that may amend, amplify, or add to the <i>bid documents</i> , to each <i>bidder</i> . If a <i>bidders</i> applies for an extension to the <i>deadline for bid submission</i> , in order to take Addenda into account in preparing a bid, the CCMA may grant such an extension and CCMA's <i>Representative</i> shall notify the extension to all <i>bidders</i> . |
| Return late bids | 3 | Return bids received after the <i>deadline for bid submission</i> unopened to the <i>bidder</i> submitting a late bid. Bids will be deemed late if they are not on the designated fax or in the designated bid box at the date and time stipulated as the deadline for bid submission. |
| Bid opening | 4 | Open the bids in the presence of the <i>bidders'</i> representatives who choose to attend at the time and place stated in the Bid Data. Bids for which an acceptable notice of withdrawal has been submitted will not be opened. |
| | 5 | Announce at the opening the name of each <i>bidder</i> only. Die unsuccessful bidder may request a debriefing meeting with the Supply Chain Manager on request. |

Two-envelope system	6	Where stated in the bid data that a two-envelope system is to be followed, open only the technical proposals in the presence of bidder's representatives and announce the name of each bid.
	7	Evaluate the quality of the technical proposals, then advise bidders who remain in contention for the award of the contract. Return unopened financial proposals to bidders whose technical proposals failed to achieve the minimum criteria.
Non-disclosure	8	Not disclose to <i>bidders</i> , or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of bids and recommendations for the award of a contract, until after the award of the contract to the successful bidder.
Grounds for rejection	9	Consider rejecting a bid if there is any effort by a <i>bidder</i> to influence the processing of bids or contract award.
Disqualification	10	Instantly disqualify a <i>bidder</i> (and his bid) if it is established that the <i>bidder</i> offered an inducement to any person with a view to influencing the placing of a contract arising from this invitation to bid.
Test for responsiveness	11	Determine before detailed evaluation, whether each bid properly received <ul style="list-style-type: none"> • meets the requirements of these Conditions of Bid, • has been properly signed, and • is responsive to the requirements of the <i>bid documents</i>.
	12	Judge a <i>responsive bid</i> as one which conforms to all the terms, conditions, and specifications of the <i>bid documents</i> without material deviation or qualification. A material deviation or qualification is one which, in the CCMA's opinion would <ul style="list-style-type: none"> • detrimentally affect the scope, quality, or performance of the works, services or supply identified in the Contract Data, • change the CCMA's or the <i>bidder's</i> risks and responsibilities under the contract, or • affect the competitive position of other <i>bidders</i> presenting responsive bids, if it were to be rectified.
Non-responsive bids	13	Reject a non-responsive bid, and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

Arithmetical errors	14	<p>Check responsive bids for arithmetical errors, correcting them as follows:</p> <ul style="list-style-type: none"> • Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. • If a bill of quantities applies and there is a discrepancy between the rate and the line item total, resulting from multiplying the rate by the quantity, the rate as quoted shall govern. Where there is an obviously gross misplacement of the decimal point in the rate, the line item total as quoted shall govern, and the rate will be corrected. • Where there is an error in the total of the Prices, either as a result of other corrections required by this checking process or in the <i>bidder's</i> addition of prices, the total of the Prices, if any, will be corrected. • The corrected price will be communicated to the bidder. The bidder may withdraw the bid, but may not change the bid price.
	15	<p>Reject a bid if the <i>bidder</i> does not accept the corrected total of the Prices (if any).</p>
Evaluating the bid	16	<p>Evaluate responsive bids in accordance with the <i>procedure and criteria</i> stated in the Bid Data. The evaluated bid price will be disclosed only to the relevant CCMA bid committee and will not be disclosed to <i>bidders</i> or any other person.</p>
Clarification of a bid	17	<p>Obtain from a <i>bidder</i> clarification of any matter in the bid which may not be clear or could give rise to ambiguity in a contract arising from this bid if the matter were not to be clarified.</p>
Acceptance of bid	18	<p>Notify CCMA's acceptance to the successful <i>bidder</i> before the expiry of the <i>validity period</i>, or agreed additional period. Providing the notice of acceptance does not contain any qualifying statements, it will constitute the formation of a contract between the CCMA and the successful <i>bidder</i>.</p>
Notice to unsuccessful bidders	19	<p>After the successful <i>bidder</i> has acknowledged the CCMA's notice of acceptance, notify other <i>bidders</i> that their bids have not been accepted, following the CCMA's current procedures.</p>
Prepare contract documents	20	<p>Revise the contract documents issued by the CCMA as part of the <i>bid documents</i> to take account of</p> <ul style="list-style-type: none"> • Addenda issued during the bid period, • inclusion of some of the <i>bid returnables</i>, and • other revisions agreed between the CCMA and the successful <i>bidder</i>, before the issue of the CCMA's notice of acceptance (of the bid). • The schedule of deviations attached to the form of offer and acceptance, if any.

Issue final contract	21	Issue the final contract documents to the successful <i>bidder</i> for acceptance within one week of the date of the CCMA's notice of acceptance.
Sign Form of Agreement	22	Arrange for authorised signatories of both parties to complete and sign the original and one copy of the Form of Agreement within two weeks of the date of the CCMA's notice of acceptance of the bid. If either party requires the signatories to initial every page of the contract documents, the signatories for the other party comply with the request.
Complete Adjudicator's Contract	23	Unless alternative arrangements have been agreed, arrange for both parties to complete and sign the Form of Agreement and Contract Data with the selected adjudicator.
Provide copies of the contracts	24	Provide to the successful <i>bidder</i> the number of copies stated in the Bid Data of the signed copy of the contracts within three weeks of the date of the CCMA's acceptance of the bid.



GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT

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General Conditions of Contract

1. **Definitions**
 1. The following terms shall be interpreted as indicated:
 - 1.1. "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2. "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3. "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4. "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5. "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6. "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7. "Day" means calendar day.
 - 1.8. "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9. "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10. "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11. "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
 - 1.12. "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
 - 1.13. "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
 - 1.14. "GCC" means the General Conditions of Contract.

- 1.15. "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16. "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17. "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18. "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19. "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20. "Project site," where applicable, means the place indicated in bidding documents.
- 1.21. "Purchaser" means the organization purchasing the goods.
- 1.22. "Republic" means the Republic of South Africa.
- 1.23. "SCC" means the Special Conditions of Contract.
- 1.24. "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25. "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1. These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2. Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3. Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1. Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2. With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1. The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1. The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2. The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3. Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser.
- 5.4. The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1. The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1. Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2. The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3. The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
 - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4. The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1. All pre-bidding testing will be for the account of the bidder.
- 8.2. If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all

reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.

- 8.3. If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4. If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5. Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6. Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7. Any contract supplies may on or after delivery be inspected, tested or analysed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.
- 8.8. The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1. The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1. Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2. Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1. The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1. Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1. The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
 - (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.
- 13.2. Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

- 14.1. As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:
- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
 - (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1. The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's

specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

- 15.2. This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3. The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4. Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5. If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

16. Payment

- 16.1. The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2. The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3. Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4. Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1. Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

18. Contract amendments

- 18.1. No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1. The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

20. Subcontracts

- 20.1. The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

21. Delays in the supplier's performance

- 21.1. Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.

- 21.2. If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3. No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4. The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5. Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6. Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

- 22.1. Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

- 23.1. The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:
 - (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
 - (b) if the Supplier fails to perform any other obligation(s) under the contract; or
 - (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

- 23.2. In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3. Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4. If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.
- 23.5. Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6. If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
 - (i) the name and address of the supplier and / or person restricted by the purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and
 - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7. If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

- 24.1. When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped

or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him

25. Force Majeure

- 25.1. Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2. If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1. The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1. If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2. If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3. Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4. Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5. Notwithstanding any reference to mediation and/or court proceedings herein,
 - (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1. Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and
 - (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing language

- 29.1. The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable law

- 30.1. The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

- 31.1. Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2. The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and duties

- 32.1. A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2. A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3. No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation (NIP) Programme

- 33.1. The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

34. Prohibition of Restrictive practices

- 34.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

- 34.2. If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3. If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

COMMISSION FOR CONCILIATION,
MEDIATION & ARBITRATION



TO THE CCMA

PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013

By signing this referral form;

- a) I/we hereby grant my/our voluntary consent that my/our personal information may be processed, collected, used and disclosed in compliance with the Protection of Personal Information Act, 4 of 2013.
- b) I/we furthermore agree that my/our personal information may be used for the lawful and reasonable purposes in as far as the CCMA (responsible party) must use my/our information in the performance of its public legal duty.
- c) I/we understand that my/our personal information may be disclosed to a third party in as far as the CCMA must fulfil its public legal duty.
- d) I/we furthermore understand that there are instances in terms of abovementioned Act where my express consent is not necessary to permit the processing of personal information, which may be related to litigation or when the information is publicly available. Further details are available on the CCMA website.

SIGNED AT _____ ON THIS _____ DAY OF _____ 2021

COMPANY NAME: _____

INITIAL AND SURNAME OF REPRESENTATIVE OF THE COMPANY: _____

SIGNATURE OF REPRESENTATIVE OF THE COMPANY: _____